



HIRING: INDIGENOUS CONSULTANT (Culture and Language Revitalization)

Arrive Consulting is looking to hire an Indigenous consultant who is interested in working to support Indigenous cultures and languages. Arrive is a B.C.-based consulting company that provides a range of services including planning, facilitation, curriculum development, research, communications and cultural competency training. We work with a wide variety of clients and partners, including local and provincial Indigenous organizations, Indigenous Nations (First Nations and Métis Nation), government agencies, educational institutions, community-based non-profits, and others. ***This position is primarily intended to support projects related to the revitalization of Indigenous cultures and languages.***

The best things about working with Arrive are: We love our work and are able to contribute to many meaningful and impactful projects, we have fun working together, we offer flexibility over your work schedule, and we can provide mentorship in a wide range of skills. Working with us will also connect you with large a network of leaders, Indigenous Elders and organizations in B.C. We have a lot of experience working with Indigenous consultants and communities in a culturally-safe, respectful, and strengths-based way, and we are excited about the skills, knowledge and ideas a new member will bring to our team!

The job duties include, but are not limited to:

- Supporting organizations to promote and protect Indigenous cultures and languages
- Writing and designing communications documents such as reports and newsletters, presentations, literature reviews, learning resources/curriculum, etc.
- Facilitating and supporting strategic and operational planning
- Project-management on a wide variety projects
- Creating budgets and work plans
- Conducting research, including the development of research tools, interviews and focus groups, data analysis, and reporting
- Contributing to the development of project ideas, plans, and approaches in consideration of Indigenous protocols and culturally-safe practices

We are looking for the following qualifications:

- A minimum of 3-5 years relevant work experience in a similar field
- Excellent writing skills (a writing assignment will be included in the hiring process)
- Strong interpersonal communication skills
- Excellent organizational and time-management skills
- A bachelor's degree or higher an asset
- Experience with research and data analysis
- Experience working with Indigenous organizations or Nations in a culturally-respectful way
- Experience (preferred) OR interest in learning about the following skills sets:
 - Indigenous language and culture revitalization
 - Project management skills
 - Strategic planning skills
 - Facilitation skills
- **A preference will be given to Indigenous candidates**



Terms of employment:

- We are looking for someone to start this position as soon as possible.
- The employee will work from their home office. We are located in Victoria, BC, but are open to remote work arrangements.
- This position can be full time or part time (from 20-40 hours per week) depending on employee preference
- Our targeted salary range for this position is \$55,000-\$75,000 per year based on full-time employment and will be negotiable based on experience.
- As a growing company, we are always looking for qualified staff and contractors, so we are open to receiving applications from individuals who may have an expected salary or availability that differs from the target.
- Our terms of employment are flexible and we're open to consideration of employee's needs.

To apply:

If you have questions about the position or application process, please feel free to call Rachel Mason at 778-922-0534 before sending in an application. I am happy to chat about the position and to provide support with the application process.

If you decide you are interested in applying for this position, please send an email to Rachel at rachelemason@gmail.com and provide:

- A cover letter that summarizes why you are interested in the position and what you have to offer to this role. And please include a little bit about yourself - your passions, what you like to do in your spare time, etc.
- A copy of your resume
- A sample of your writing

The posting will remain open until a candidate is hired. We encourage applicants to apply by October 1, 2020, and will review applications in a first-come, first-serve manner until the position is filled.

For more information about us, please see:

www.arriveconsulting.ca



**CALLED TO ACTION
COLLABORATIVE**

*Arrive Consulting is a member of the Called to Action Collaborative.
The Called to Action Collaborative is a team of Indigenous and non-Indigenous educators and facilitators working in partnership to advance Indigenous rights and reconciliation.*